



H E L P D O C U M E N T A T I O N

FastLane Help System

Log In to Proposal Functions

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Log in to Proposal Functions

Proposal Functions Login Introduction

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Log in to FastLane's Proposal System by role:

- [PI and Co-PI Login](#)
- [Other Authorized User \(OAU\) Login](#)
- [SPO and AOR Login](#)

Principal Investigator (PI) or Co-Principal Investigator (Co-PI) Login to Proposal Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- ▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- ▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System
 - Supplemental Funding Request
- ▶ Change PI Information

PI/Co-PI Log In

Last Name:

SSN: [Privacy Act](#)

Password:

[Forgot Password?](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU SSN: [Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: ☒ Proposal Preparation ☐ Revised Proposal Budget ☐ Proposal File Update

Log In by Award Number

Award Number:

OAU SSN: [Privacy Act](#)

Award PIN:

Select One: ☒ Project Report

Figure 2 Proposals, Awards, and Status screen. The PI/Co-PI Login section is circled.

2. In the **PI/Co-PI Login** section (Figure 2), type in the boxes the following information:
 - **Last Name**
 - **SSN**
Your Social Security Number (SSN) or pseudo-SSN
 - **Password**
3. Click the **Login** Button (Figure 2). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management** screen displays (Figure 3).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- [Proposal Functions](#)
- [Award And Reporting Functions](#)
- [Change PI Information](#)

Figure 3 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management screen. The Proposal Functions link is circled.

4. Click **Proposal Functions** (Figure 3). The **Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions** screen displays (Figure 4).

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

Proposal Functions

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)

Figure 4 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) Management Proposal Functions screen.

See FastLane Help for Proposal Functions.

Other Authorized User (OAU) Login to Proposal Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Proposals, Awards, and Status**. The **Proposals, Awards, and Status** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Proposals, Awards, and Status link is circled.

Proposals, Awards and Status

Log in for the following permission-based functions:

- ▶ Proposal Functions
 - Letters of Intent
 - Proposal Preparation
 - Proposal Status
 - Display Reference Status
 - Revise Submitted Proposal Budget
 - Proposal File Update
- ▶ Award and Reporting Functions
 - Notifications and Requests
 - Continuation Funding Status
 - View/Print Award Documents
 - Project Reports System
 - Supplemental Funding Request
- ▶ Change PI Information

PI/Co-PI Log In

Last Name:

SSN: [Privacy Act](#)

Password:

[Forgot Password?](#)

Other Authorized Users (OAU) Log In

Log In by Proposal ID

OAU Last Name:

OAU SSN: [Privacy Act](#)

OAU Password:

Proposal ID:

Proposal PIN:

Select One: ☒ Proposal Preparation ☐ Revised Proposal Budget ☐ Proposal File Update

Log In by Award Number

Award Number:

OAU SSN: [Privacy Act](#)

Award PIN:

Select One: ☒ Project Report

Figure 2 Proposals, Awards, and Status screen. The Other Authorized Users (OAU) Login section and the Login button are circled.

2. In the **OAU Login** section (Figure 1), type the following information in the boxes:

- **Last Name**
- **SSN**
Your Social Security Number (SSN) or pseudo-SSN
- **Password**
- **Proposal ID**
The Proposal ID number that you received from the Principal Investigator (PI)
- **Proposal PIN**
The Proposal PIN that you received from the PI

OR

- **Award Number**
- **SSN**
Your Social Security Number (SSN) or pseudo-SSN
- **Award PIN**
The Award ID that you received from the Principal Investigator (PI)

3. Click the radio button for one of the following for the function you want to perform (Figure 2):

- Proposal Preparation

- Revised Proposal Budget
 - Proposal File Update
 - Project Report
4. Click the **Log In** button (Figure 2).

If you selected **Proposal Preparation**, the **Form Preparation** screen displays (Figure 3) for the proposal whose ID and PIN you entered. See [Prepare Proposal Forms](#) for instructions.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	02/11/04	<input type="button" value="GO"/> Project Summary	
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	
<input type="button" value="GO"/> Budgets (Including Justification)		<input type="button" value="GO"/> Current and Pending Support	
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources		<input type="button" value="GO"/> Supplementary Docs	
Single Copy Documents			
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A

Figure 3 Form Preparation screen for the proposal.

If you selected **Revised Proposal Budget**, the **Proposal Revised Budget** screen displays (Figure 4) for the proposal whose ID and PIN you entered. See [View the Budget](#), [Edit the Submitted Budget](#), and [Refresh to the Last Submitted Budget](#) for instructions.

Proposal Revised Budget

0090052 - David Lotts's 11/27/2001 revbudg tester.

☒ View the Budget
☐ Edit the Budget
☐ Refresh to Last Submitted Budget

Figure 4 Proposal Revised Budget screen for the proposal.

If you selected **Proposal File Update**, the **Proposal File Update Control** screen displays (Figure 5) for the proposal whose ID and PIN you entered. See [Create a Proposal Update](#), [View and Edit an Update](#), [View an Update Summary](#), [Delete an Update](#), and [Create an Update PIN](#) for instructions.

Proposal File Update Control

Proposal Number: 0073349

Title: EDI_4010_TEST_PROPOSAL

In Progress

1 - Mar 16 2003	▲
2 - Jun 5 2003	▼
3 - Jun 5 2003	
4 - Aug 11 2003	
5 - Sep 25 2003	▼

Create New UpdateView/Edit UpdateDelete UpdateCreate Update Pin

View Update Summary

Figure 5 Proposal File Update Control screen for the proposal.

See FastLane Help for Proposal Functions.

Sponsored Project Office (SPO) Representative and Authorized Organizational Representative (AOR) Login to Proposal Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Research Administration link is circled.



Figure 2 Research Administration screen. The Login section is circled.

2. In the **Login** section, type the following information in the boxes (Figure 2):
 - **Last Name**
 - **SSN**
Your Social Security Number (SSN) or your pseudo-SSN
 - **Password**
3. Click the radio button for Research Administration (Figure 2).
4. Click the **Login** button (Figure 2). The **Research Administration** screen displays (Figure 3).



Figure 3 Research Administration screen.

If you are an Authorized Organizational Representative (AOR):
On the **Research Administration** screen (Figure 4), click **Authorized Organizational Representative Functions**. The **Authorized Organizational Representative Functions** screen displays (Figure 5).



Figure 4 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

Authorized Organizational Representative Functions | MAIN | Institution: National Science Foundation

Verify Signature Information:

Name: Alan Alphonso
Phone Number: 7032921099
Fax Number: 7032923000
E-Mail: dsullivan@nsf.gov

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is *incorrect*, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

1 Document found.

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input type="checkbox"/>	Proposal/Supplement	0420029	Trudy Bell	MTS 04032401	03/24/2004

Figure 5 Authorized Organizational Representative Functions screen.

See FastLane Help for Proposal Functions.

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